

## **Management System Training ESDIS Project (March 2008)**

The Goddard Quality Manual and supporting directives and procedures identify the Management System (MS) process and their application throughout GSFC. All organizational elements of GSFC shall conform to the Management System. (note: MS was formerly called QMS, Quality Management System)

### *Management System Training Requirement:*

**All Employees** – Program and project managers shall ensure that their employees are familiar with applicable MS requirements, as identified in their program or project's Directives Requirements List. Employees should understand their organization's quality objectives, and how they relate to those of the Directorate and the Center. They shall understand and be able to use the GDMS and other document control systems to ensure that they are using the most current versions of documents. (source: 400-PG-1280.1)

### *ESDIS Self Learning Requirement:*

To comply with the above requirement each ESDIS employee shall become familiar with the ESDIS quality objectives and the management system. Since none of the ESDIS MS processes require formal training a self learning approach is deemed sufficient.

The GSFC management system directives can be found in the Goddard Directive Management System. The specific directives that apply to the ESDIS Project are contained in the ESDIS Directives Requirement List (DRL). Specific questions should be directed to the ESDIS managers, and/or the ESDIS ISO Implementation manager. A Management System Overview can be found at [http://gsfcmanagementsystem.gsfc.nasa.gov/dsp\\_training\\_modules.cfm](http://gsfcmanagementsystem.gsfc.nasa.gov/dsp_training_modules.cfm).

### *Certification of Familiarization:*

Upon completion of the self-familiarization training of the ESDIS MS requirements and the overall GSFC MS, Code 423 employees shall certify completion by sending an email to the ESDIS Deputy Project Manager for Resources. Completion of training will be recorded on Form 17-112 in your personnel folder. Matrix employees and support contractors shall certify completion with their respective supervisors.

## **ESDIS Quality Objective**

5. Operate and maintain systems to ensure that data from the Center's Earth Science missions are captured and distributed to the scientific community (source: 420-PG-1280.1.1)

## **ESDIS Management System Links**

The ESDIS Master Documents and ESDIS CCR System are accessible from the ESDIS Project web site (Related Links) at

<http://www.esdis.eosdis.nasa.gov/relatedlinks/esdislinks.html>

The Directives Requirement List (DRL) can be found on the ESDIS Master Documents page.

## **Directives Management Systems**

Goddard - <http://gdms.gsfc.nasa.gov/gdmsnew/home.jsp>

Headquarters - <http://nodis3.gsfc.nasa.gov/>

## **ESDIS Management System Position**

MS Implementation Manager – Curtis Schroeder

Directives Manager – Daphne Caprio

Configuration Manager – Daphne Caprio

Records Manager – multiple individuals dependent on specific record, e.g. the Contracting Officer keeps the procurement records.

Nonconformance Lead – Curtis Schroeder (if needed; generally accomplished by development and sustaining engineer contractors)